

guidance. And--Please have a SAFE and enjoyable holiday season!!

2004 Citizen Corps Grant Developing

Over the last month, GO SERV has been working closely and collaboratively with the Governor's Office of Emergency Services and the Governor's Office of Homeland Security on the 2004 grant start-up process. As you may recall, this year the Citizen Corps Grant has been "bundled" with two other federal grants--the State Homeland Security Program and the Law Enforcement Terrorism Prevention Program--and is being administered by the Office of Domestic Preparedness (ODP) within the Federal Department of Homeland Security.

This year's appropriation language moved the management of the Citizen Corps Grant from FEMA to ODP. Ongoing programmatic oversight of Citizen Corps efforts nationally will be retained by FEMA, which will be working closely with ODP on this new arrangement. At the state level, ODP is issuing the single 3-part grant package to a single entity, the State Administrative Agency (SAA). In California that is the Governor's Homeland Security Office with grant coordination by the Governor's Office of Emergency Services. California's electronic application requesting the 2004 funds for all three grants went to ODP during the week of November 30th.

GO SERV will continue to manage the 2004 Citizen Corps grant and program in close coordination with OHS and OES; administrative procedures, to minimize changes from the last two years' funding cycles, are now being developed. The application, reporting, managing, invoicing and related processes for the local Citizen Corps grants are expected to be largely the same as last year.



News From the Team

From Adam Sutkus,
Citizen Corps Program Director

With the fires out and the rebuilding underway, it continues to be a very busy time in the field of service and volunteerism. Long term recovery committees are forming throughout Southern California to assist victims, and work at the Disaster Field Office in Pasadena continues at a quick pace. As in most disasters, the effects and process needs will continue to be with us for months, if not years, to come. Thank you again for everyone who assisted during this emergency.

Other than the fires, November and December have been all-but dedicated to extensive grant management activities here at GO SERV as well as with our local grantees. The 2002 Citizen Corps grant performance period has ended, as of December 4th; many of our grantees were requested and given a 3 month extensions to complete their 2002 grant work. The 2003 CERT grant application deadline has passed and the performance period of December 5, 2003 through December 4, 2004 has begun; most grantees are participating in the 2003 grant as a continuation of 2002. 50 of California's 58 counties have applied for a 2003 grant and award letters will be sent out soon.

The 2004 grant process has now started in earnest as well. California's application to the Office of Domestic Preparedness/Department of Homeland Security has been sent in and the guidance development process is now underway.

We expect to be quite busy with these 3 concurrent grant cycles for Citizen Corps over the coming weeks--but please do not hesitate to contact your grant officer or anyone else at GO SERV should you need assistance or



Arnold Schwarzenegger,
Governor
Alex Reid, Chair
David Muraki,
Executive Director (Interim)

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Details are being worked out but the basic information is as follows: A single grant package containing the three grants is expected to be distributed from OES to the Operational Areas during the week of December 15th. Approximately 2 months will be available to prepare the application materials for the grants, including Citizen Corps, until about February 15th. California is submitting its "State Homeland Security and Assessment Strategy" by the December 31st due date--approval of which is required before ODP will release the '04 funds to the state. Assuming the State Strategy is quickly approved, a 60-day "clock" will begin approximately January 15th during which time funds for Citizen Corps and the other 2 grants must be provided to local governments. As a result, the performance period is likely to begin about March 15 (all three grants are 2-years in length; however, we currently do not know when ODP will choose to begin the performance period, which could also potentially be back-dated--this information will be available soon).

The 2004 Citizen Corps grant is slightly less than twice last year's CERT grant, at \$2.7 million to California; 80% will be allocated to local government and 20% retained at the state level. There is no distinction in the 2004 cycle between Citizen Corps Activities and CERT programs as was the case in 2002 and 2003--there is a single "Citizen Corps" grant with one funding source. With the additional fund amount this year there is both increased flexibility in applicable uses of the funds for Citizen Corps activities including CERT; there is also increased expectation of accurate reporting requirements for measuring activities and accomplishments. All of these details will be outlined in the grant guidance to be released in the coming weeks.

Citizen Corps and VOAD Workshop

Throughout the development of Citizen Corps in the first year of its existence, community groups throughout the state researched, took action, and formed new Councils. Yet, one of the early "lessons learned" for the Citizen Corps program was that there is an "alphabet soup" of new and existing organizations forming community-based emergency preparedness and homeland security programs to choose from. The terms: "Citizen Corps Councils," "CERT" "VOADs"--Voluntary Agencies Active in Disasters, and others, was making the local playing field confusing--especially when only a finite number of local volunteers are available to move forward on a focused effort.

To ameliorate this situation, GO SERV, the Northern and Southern California VOAD leadership, CA OES, the American Red Cross, local governments, CERT representatives and others met on November 14th in Los Angeles to clarify responsibilities, outline areas for collaboration, and identify future work efforts to resolve any organizational confusion and set the stage for enhanced partnerships.

The results of the meeting were very positive and pragmatically useful; best applications for each group type, their capabilities, and the recommended manner in which to use them was dialogued by the group. The final "White Paper" will shortly be available on the GO SERV website for reference.

GO SERV will be holding it's second Statewide CERT Focus Group Meeting in January

GO SERV had planned a second Statewide CERT Focus group meeting for Nov. 4. Unfortunately, the Southern California Wildfires forced GO SERV to postpone the meeting to late January.

At the first focus group meeting, the participants highlighted a key need: CERT "instructor training" to allow

for a wider pool of qualified individuals to teach TTT classes statewide. This "T-4" course will be a development focus as we move into the 2003 grant cycle.

2004 CERT TTT Schedule

With 2004 right around the corner, GO SERV is now preparing for another year of increasing California's number of CERT trainers. During 2003, GO SERV trained nearly 200 new CERT trainers and in 2004, GO SERV plans to train 250 new CERT trainers, resulting in an increase from approximately 30 to over 500 CERT trainers between 2003 and 2004. GO SERV is looking forward to continuing our outstanding relationship with the Los Angeles City Fire Department, who provides us with the instructors for the TTT courses.

The first TTT of 2004 is happening January 14-16th in Yolo County. The next two courses are tentatively scheduled for Humboldt County in February and Contra Costa County in March.

Web Site Revamp

We recently completed a revamping of the Citizen Corps component of the GO SERV web site. The Citizen Corps website now offer more in-depth and detailed information about California's Citizen Corps Council and CERT programs as well as information about Medical Reserve Corps, Neighborhood Watch, and Volunteers in Police Service. We are also in the process of adding a Best and Promising Practices section to Grantee Central and that should be available very shortly.

We hope the revamping of the web site makes it more user friendly to all visitors, increases resource availability to grantees and raises public awareness of California's outstanding Citizen Corps programs. So please stop by and visit the new and improved pages at www.goserv.ca.gov/cc/cc.asp

Citizen Corps Progress!!!

We now have 89 registered CERT programs in California, up from 49 this time last year. We also have 43 registered Citizen Corps Councils throughout the state. **KEEP UP THE GOOD WORK.** Don't forget to register your program, if you haven't already done so.

Conference Update

GO SERV is going to be rescheduling the Governor's Conference. A new date has not yet been selected but should be determined soon. We plan on showcasing California's service field to Governor Schwarzenegger at the conference and felt that rescheduling will help to ensure the fullest participation of the new administration in the planning and implementation of the conference. We ask for your patience and continued support during this time of transition, as GO SERV works with the new Administration to schedule the conference at a time that best suits our new Governor.

FAQS

Grantee Information

Q. Where can I find the **Invoice Instructions, Form, and Expense Reports** and the **Budget Revision Form** for the 2002 Citizen Corps and CERT Grants?

- A. 1. Go to www.goserv.ca.gov.
 2. On left hand side click on **Grantee Central**.
 3. Enter password: and then click login.
 4. On the left hand side you will now see a menu of items under **Grantee Central....Click on Citizen Corps**.
 5. You will now see the message "Welcome to the Citizen Corps section of Grantee Central! Use the tabs above to navigate through this section of the website."
 6. Click on the tab labeled **2002 Application Forms**. The

"**Invoicing Instructions and Forms**" and the "**Budget Revision Instructions and Form**" can be found here.

Q. **What is the contract term for my agency/organization's 2002 Citizen Corps and CERT Grants?**

- A. If you look at the top of the 1st page of the contract will see that the agreement was entered into on December 5, 2002. Also, you can find the complete term of the contract on the 2nd page of the contract labeled "II. Term." With the recently announced extension, the contract term is as follows: December 5, 2002 – December 5, 2003.

Q. **When can my agency/organization incur expenses for the 2002 Citizen Corps and CERT Grants?**

- A. Your agency/organization can only incur expenses during the contract term. The contract term is as follows: December 5, 2002 – December 5, 2003.

Q. **When is the FINAL invoice due for the 2002 Citizen Corps and CERT Grants?**

- A. The final invoice is due 60 days after the expiration of your contract, therefore the last day to submit an invoice is on Monday, February 2, 2004.

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